



CITY OF SAINT PAUL
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FIRE PREVENTION PRACTICE #1-14

February 12, 2007

TO: Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: Public Education Activities Implemented by Inspection Staff

THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR.

Fire Inspectors have conducted a variety of public safety education programs for over 20 years. These activities have ranged from staffing booths at safety fairs and Safe Kids Fun Nights to making presentations to a variety of audiences.

At this time, there are 2 FTE's assigned specifically to public education so the assistance as given by Inspectors is vital to the accomplishment of Public Education goals.

Following is the procedure to maintain involvement by Fire Inspectors after they move to a new location under the Department of Safety and Inspections (DSI):

1. The Public Education Officer (PEO) will maintain an alphabetical list of Inspectors. Depending on lead time, requests for assistance will be made in that order via email or phone.
2. The Inspector will respond by the next working day.
3. On a case by case basis, the PEO (Peterson) or Inspector assigned to Public Education (Bergeron), will work with the DSI Inspector to coordinate pick up and delivery of needed materials, literature, smoke alarms, etc.

One Inspector will act as the DSI point person who will work with FD public education staff to coordinate the materials and supplies that will be kept in a bin at the DSI. Materials will include pamphlets, a Q&A Board, stickers, smoke alarms, etc.

4. Training will be done on case by case basis.
5. Overtime Pay and/or Compensatory Time will be awarded per corresponding contracts. Inspectors should enter OT or CTE on the weekly time sheet and submit them to their Supervisors.
6. The Inspector should record the number of event participants on the Public Education Request and Report Form and return it to the Public Educator.

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